

NOTICE AND AGENDA
of the
ADULT LEARNING PROGRAM, INC.

TO THE MEMBERS OF THE ADULT LEARNING PROGRAM

Please take notice that the Annual Meeting of the Adult Learning Program, Inc. will be held on Tuesday, 6 June 2017 at 11:30 a.m. in Heritage Hall of Seabury Retirement Home located at 400 Seabury Drive, Bloomfield, Connecticut.

The Agenda for the meeting is as follows:

1. Approval of the Minutes of the 2016 Annual Meeting
2. Approval of the 2017 – 2018 proposed Budget
3. Approval of the Slate of Nominations
4. Report by the Co-chairpersons regarding the fiscal and organizational health of ALP as well as the agreement with the Extension Department of the College of Health, and Natural Resources of the University of Connecticut.

MINUTES OF THE ANNUAL MEETING

of the

ADULT LEARNING PROGRAM

June 7, 2016

The Annual Meeting of the Adult Learning Program was called to order on Tuesday, 7 June 2016 at eleven forty-five o'clock by Bob LaPorte, Co-chairperson.

It was properly moved and seconded to approve the Minutes of the Annual Meeting of 2 June 2015. The motion was passed.

Treasurer Bob Hewcy presented the budget for 2016 and the proposed budget for 2017 noting that a minor amount of the assets would be spent down to balance the coming year's budget. He also indicated that ALP was in talks with UConn regarding charges for telephone service. It was properly moved and seconded to approve the proposed budget for 2016. The motion was passed.

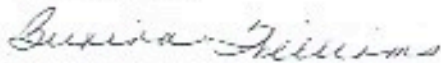
Paula Fisher, Co-chairperson of the Membership Committee read nominations for open Board positions and these included: Phil Will, Libbie Merrow, Tobic Katz, and Bertina Williams. There were no nominations from the floor. It was properly moved and seconded to approve the list of nominations for 2016-2017.

It was confirmed that the agreement with the Department of Extension at the University and the Adult Learning Program was still in effect and on-going.

Several questions were posed by the attendees regarding the relationship with the University, the construction at Seabury and the scheduling of classes for the Fall.

There being no further business, Bob adjourned the meeting at twelve-fifteen o'clock.

A True Record,



Bertina Williams
for Ann Winship

SLATE OF NOMINEES FOR THE BOARD OF ALP

<u>POSITION</u>	<u>RETIRING</u>	<u>CONTINUING</u>	<u>TO BE ELECTED</u>
CO-CHAIRPERSONS		Phil Will	Bob LaPorte
TREASURER		Bob Hewcy	
SECRETARY		Bertina Williams	
ALP-HORN EDITOR	Jim Yaeger		Bob Ellis
WEBMASTER	Bob Ellis		Donna Cote
CURRICULUM		Agnes Pier Libbie Merrow	
COMMUNICATION		Shirley Morrison Tobie Katz	
MEMBERSHIP		Dan Heucr Ann Winship	
AT-LARGE SEABURY			Ursula Korzenik
AT-LARGE DUNCASTER			Marilyn Stockton

ADULT LEARNING PROGRAM
Budget Proposal FY17/18
 July 1, 2016 - April 25, 2017

	2016/2017 Budget	2016/2017 Actual YTD (a/o 4/25/17)	2017/2018 Proposed Budget
Revenue			
Annual Luncheon (Member payments for Annual Luncheon)	1,250.00		\$ 1,250.00
Donations (Contributions by Members and Friends)	1,000.00	2,065.00	\$ 2,000.00
Interest Income (Bank Interest from CD's and Checking Account)	450.00	349.38	\$ 450.00
Membership Dues (No Fees from Member Presenters or ALP Board)	27,200.00	23,570.00	\$ 24,500.00
Total Revenue	\$ 29,900.00	\$ 25,984.38	\$ 28,200.00
Expenditures			
ALP Horn (Cost of Producing ALP Horn Publication)	2,000.00	1,311.00	\$ 1,400.00
Communications/Publicity*	400.00	186.49	\$ 400.00
Coordinator (Pay for hours spent by Contracted Coordinator)	20,240.00	16,954.00	\$ 20,240.00
Food (Cost of Luncheon/Receptions/Coffee for ALP Events)	2,000.00		\$ 2,000.00
Insurance/Bonding (D&O and General Liability and Bonding Coverage)	950.00	1,454.00	\$ 1,500.00
Office Supplies/Equipment**	700.00	743.38	\$ 1,000.00
Postage (Currently covered by Uconn Account (See below)	0.00	854.10	\$ 900.00
Presenter Expense/Instruct. Supplies (handouts, DVDs purchased, etc.)	500.00	436.84	\$ 1,000.00
Presenter Stipend (\$100 per non-member presenters)	3,000.00	3,600.00	\$ 4,000.00
Treasurer/Accounting/Filing Expenses(State/Federal Filings, QuikBooks)	500.00	65.14	\$ 500.00
Web Site/IT and Access Support/Software	1,300.00	1,443.98	\$ 2,700.00
Total Expenditures	\$ 31,590.00	\$ 27,048.91	\$ 35,640.00
Net Operating Deficit	-1,690.00	-1,064.53	-7,440.00
Funds Taken from Uconn Account	\$ 0.00	(See Note***)	\$ 960.00
Funds Taken from Retained Earning	-\$ 1,690.00	-\$ 1,064.53	-\$ 6,480.00

Notes:

* Communications/Publicity includes all communication vehicles to members and prospective members (e.g. promotional flyers, surveys, note cards, Constant Contact) except ALP Horn and Web Site

** Office Supplies/Equipment includes all normal office supplies (pens, paper, envelopes, ink, etc.) and equipment (copiers, phones, fax, etc.)

*** Funds were withdrawn from the Uconn Account but an exact amount was difficult to determine because the reporting is infrequent

CURRICULUM COMMITTEE ANNUAL REPORT

The Curriculum Committee chooses the courses for ALP. In addition, for each course the Committee identifies Coordinators who negotiate with the respective Presenter and performs the introductory tasks. The Committee also arranges the scheduling of classes, determining the time, venue and equipment needed for the presentation. You probably have noticed that a member of ALP is ready at each class to greet and take attendance. These liaisons also are responsible for the class evaluations.

The Curriculum Committee schedules an average of twenty-six classes a semester. These are usually divided equally between single session classes and multi-session courses. Topics range from music to engineering, from politics to education and from health to history. The Committee makes every attempt to make the offerings balanced, interesting and exciting. The Committee schedules most of the classes at Seabury but several courses are held at Duncaster and recently, McAuley.

The technical aspects of course scheduling and communication with the Presenters and our membership has been facilitated by the establishment of the Access data base. This is now in the third year of use and it is easy, smooth and time-saving.

The creativity and cleverness of the Committee members as they seek out new directions is impressive and we are proud of the quality of our courses.

Libbie Mellow
Agnes Pier
Co-chairpersons

COMMUNICATION COMMITTEE
2016-2017 ANNUAL REPORT

PUBLICITY:

submitted by Shirley Morrison, Communications Committee Co-Chair

During this fiscal year we once again ran booths at Health Fairs in both Bloomfield and Windsor Senior Centers which proved very successful in getting our name out in the community. Many visitors at both Fairs stopped at our booth and took brochures with them and we were led to understand that several became members of ALP. Our Committee members were there to answer questions and talk about the program. We find that this type of action seems to encourage more people to spread the word than paying for ads in the newspapers that have produced no results in the past. We also have members that leave ALP packets in local Town Halls, libraries, grocery stores and other places. Unfortunately, other towns that we approached did not allow our participation in their respective Health Fairs. However, we plan to continue doing this in the coming year and purchased a six foot banner to display as well as will have give-away tokens for further enticement.

**ALP MEMBERSHIP COMMITTEE REPORT
JUNE 2016-JUNE 2017**

Meetings were held: August, October, December, March, and May

Activities this year:

Obtained keynote speakers for September and January Preview Meetings. Submitted speaker biographies to the ALP-Horn for publication.

Set-up and conducted registration for both Fall and Spring Preview Meetings.

Coordinated with Seabury staff regarding arrangements and details for the Preview events.

Organized the ALP October Social Event.

Made arrangements for the Annual Luncheon Meeting in June.

Submitted articles and suggestions for articles to the ALP-Horn highlighting ALP members.

Participated in a subcommittee focused on updating the structure and format for the Fall Preview Meeting.

Contacted and welcomed all new ALP members and answered their questions.

Dan Heuer
Ann Winship
Co-chairpersons

ALP-HORN NEWSLETTER

submitted by Jim Yaeger and Bob Ellis, Editors

The usual fall, spring and summer issues we published and mailed on a timely basis.

Gwen Sibley continued to serve as the ALP-Horn reporter, authoring biographical articles on members who have made major operational and academic contributions to ALP. Other contributing authors include Paula Fisher, Libbie Merrow and Dan Heuer. Bob Ellis served as the editor for the summer issue.

The new "kudos" program, implemented and managed by the Curriculum Committee to provide members the opportunity to share their opinions on their favorite courses, was introduced as a new feature in the summer issue. What used to be a complex and time consuming process, the task of publishing the fall and spring calendar of classes in the newsletter continued to be greatly enhanced with the importing of the class schedule and descriptions from ALP's data base.

ALP WEBSITE

submitted by Bob Ellis, Webmaster

ALP's Calendar of classes was successfully uploaded from the new ALP data base prior to the fall and spring preview meetings for member's use in selecting and registering for classes. The website's Home Page was kept up to date to announce events, introduce guest speakers and provide relevant agenda, parking and luncheon information.

New photos from ALP events held during 2016-2017 were uploaded into the archive of photos from previous ALP events. The archive of Writings by Members was also expanded to include the most recent writings selected by our Creative Writing and Memoir Writing class instructors. The ALP News feature of the website was maintained on a timely basis to alert members of class cancellations and schedule changes. Other pages were kept up to date to provide members with an archive of the ALP newsletter, driving and parking instructions for each venue, a list of educational DVDs available for members to borrow, and a list of the current members of ALP's Board of Directors.

For the year, the website averaged more than 130 visitors each month.

ADULT LEARNING PROGRAM Year to Year Comparison

Statement of Financial Position As of April 25, 2016 Last Fiscal Year

	Total
ASSETS	
Current Assets	
Bank Accounts	
ALP CD #1 PUB 08/29/16	11,120.35
ALP CD #3 WFS 07/26/16	10,059.82
ALP CD #4 WFS 08/01/16	10,058.44
ALP CD #5 WFS 02/15/17	10,004.10
Windsor Federal Checking	27,279.15
Total Bank Accounts	\$ 68,521.86
Total Current Assets	\$ 68,521.86
Other Assets	
UConn Account	3,703.29
Total Other Assets	\$ 3,703.29
TOTAL ASSETS	\$ 72,225.15
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	3,703.29
Retained Earnings	65,832.06
Net Revenue	2,689.80
Total Equity	\$ 72,225.15
TOTAL LIABILITIES AND EQUITY	\$ 72,225.15

Statement of Financial Position As of April 25, 2017 Current Fiscal Year

	Total
ASSETS	
Current Assets	
Bank Accounts	
ALP CD #1 PUB 08/29/16	11,209.48
ALP CD #3 WFS 07/26/16	10,159.41
ALP CD #4 WFS 08/01/16	10,159.61
ALP WFS#5 01/17/18	10,104.18
Windsor Federal Checking	25,695.34
Total Bank Accounts	\$ 67,328.02
Total Current Assets	\$ 67,328.02
Other Assets	
UConn Account	962.49
Total Other Assets	\$ 962.49
TOTAL ASSETS	\$ 68,290.51
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	962.49
Retained Earnings	65,337.19
Net Revenue	-1,064.53
Total Equity	\$ 65,235.15
TOTAL LIABILITIES AND EQUITY	\$ 65,235.15